

**WESTCHESTER BUSINESS IMPROVEMENT  
ASSOCIATION**  
(A Not-For-Profit Organization)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2012 AND 2011**

*RICHARD MOON & ASSOCIATES*  
CERTIFIED PUBLIC ACCOUNTANT

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

## CONTENTS

	<u>PAGE</u>
Report of certified public accountant	1
Financial statements:	
Statements of Financial Position	2
Statements of Activities and Net Assets	3
Statements of Functional Expenses	4 - 5
Statements of Cash Flows	6
Footnotes	7 - 9

**Independent Accountant's Review Report**

Board of Directors  
Westchester Business Improvement Association  
Los Angeles, California

I have reviewed the accompanying statements of financial position of Westchester Business Improvement Association (a not-for-profit organization) as of December 31, 2012 and 2011 and the related statements of activities, functional expenses and cash flows, for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

The management of Westchester Business Improvement Association is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States and for designing, implementing, and maintaining, internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based upon my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States.

*Richard Moon & Associates*

July 12, 2013

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

(A Not-For-Profit Organization)

## STATEMENTS OF FINANCIAL POSITION

For the year ended December 31, 2012 and 2011

(See Accountants' Review Report and Accompanying Notes)

### Assets

	<u>2012</u>	<u>2011</u>
Current assets		
Cash and Cash Equivalents	\$ 43,424	\$ 63,343
Total current assets	<u>43,424</u>	<u>63,343</u>
Total Assets	<u><u>\$ 43,424</u></u>	<u><u>\$ 63,343</u></u>

### Liabilities and Net Assets

Liabilities		
Due to Triangle Association	\$ 120	\$ 120
Total current liabilities	<u>120</u>	<u>120</u>
Net Assets		
Restricted Net Assets	-	-
Unrestricted Net Assets	<u>43,305</u>	<u>63,224</u>
Net assets	<u><u>43,305</u></u>	<u><u>63,224</u></u>
Total liabilities and net assets	<u><u>\$ 43,424</u></u>	<u><u>\$ 63,343</u></u>

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

(A Not-For-Profit Organization)

## STATEMENTS OF ACTIVITIES

For the year ended December 31, 2012 and 2011

(See Accountants' Review Report and Accompanying Notes)

	2012		2011	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
<b>UNRESTRICTED NET ASSETS</b>				
Revenues				
Member assessments	\$ 312,783	98.1	\$ 285,414	94.9
Event income	2,820	0.9	15,168	5.0
Reimbursement	3,250	1.0	60	0.0
	<u>318,853</u>	<u>100.0</u>	<u>300,642</u>	<u>100.0</u>
Landscape Maintenance & Sanitation	158,539	49.7	125,046	41.6
Office & insurance	21,377	6.7	46,042	15.3
Administrative costs	65,271	20.5	60,000	20.0
Consulting services	10,295	3.2	8,717	2.9
Operations	44,300	13.9	38,269	12.7
Marketing	38,991	12.2	51,137	17.0
	<u>338,772</u>	<u>106.2</u>	<u>329,211</u>	<u>109.5</u>
Change in net assets from operations	(19,919)	<u>(6.2)</u>	(28,569)	<u>(9.5)</u>
Net assets, beginning of year	63,224		91,793	
Net assets, end of year	<u>\$ 43,305</u>		<u>\$ 63,224</u>	

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

(A Not-For-Profit Organization)

## STATEMENTS OF FUNCTIONAL EXPENSES

### Supporting Services

For the year ended December 31, 2012 and 2011

(See Accountants' Review Report and Accompanying Notes)

	2012		2011	
	Amount	%	Amount	%
<b>Office and Insurance</b>				
Insurance	\$ 7,505	2.4	\$ 8,901	3.0
Bid Renewal	-	-	17,690	5.9
Office Supplies	-	-	6,747	2.2
Printing and Copying	-	-	764	0.3
Newsletter	9,212	2.9	7,730	2.6
Rent	4,650	1.5	4,200	1.4
Federal & State Fee	10	0.0	10	0.0
	<u>\$ 21,377</u>	<u>6.7</u>	<u>\$ 46,042</u>	<u>15.3</u>
<b>Administrative Costs</b>				
WBIA Executive Director	<u>\$ 65,271</u>	<u>20.5</u>	<u>\$ 60,000</u>	<u>20.0</u>
<b>Consulting Service</b>				
Accounting / CPA	<u>\$ 10,295</u>	<u>3.2</u>	<u>\$ 8,717</u>	<u>2.9</u>
<b>Marketing Expense</b>				
Advertising	\$ 11,404	3.6	\$ 6,650	2.2
Website Project	2,467	0.8	3,010	1.0
New Business Attraction	-	-	396	0.1
Halloween Event	14,499	4.5	28,243	9.4
Painting Event	5,800	1.8	5,800	1.9
Other	4,820	1.5	7,038	2.3
	<u>\$ 38,991</u>	<u>12.2</u>	<u>\$ 51,137</u>	<u>17.0</u>

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

(A Not-For-Profit Organization)

## STATEMENTS OF FUNCTIONAL EXPENSES

### Supporting Services (Continued)

For the year ended December 31, 2012 and 2011

(See Accountants' Review Report and Accompanying Notes)

	2012		2011	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
<b>Operations</b>				
Electrical Facilities	\$ -	-	\$ 546	0.2
Ambassador Services	42,815	13.4	35,784	11.9
Other	1,485	0.5	1,939	0.6
	<u>\$ 44,300</u>	<u>13.9</u>	<u>\$ 38,269</u>	<u>12.7</u>
<b>Landscape Maint. &amp; Sanitation</b>	<u>158,539</u>	<u>49.7</u>	<u>125,046</u>	<u>41.6</u>

# WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION

(A Not-For-Profit Organization)

## STATEMENTS OF CASH FLOWS

(A Not-For-Profit Organization)

For the year ended December 31, 2012 and 2011

(See Accountants' Review Report and Accompanying Notes)

	<u>2012</u>	<u>2011</u>
Cash flows from (used in) operating activities:		
Increase (decrease) in net assets	\$ (19,919)	\$ (28,569)
Increase (decrease) in liabilities	-	(880)
Net cash provided by (used in) operating activities	<u>(19,919)</u>	<u>(29,449)</u>
Cash flows from investing activities	-	-
Cash flows from financing activities	-	-
Net increase (decrease) in cash	(19,919)	(29,449)
Cash at beginning of year	<u>63,343</u>	<u>92,793</u>
Cash at end of year	<u>\$ 43,424</u>	<u>\$ 63,343</u>

**WESTCHESTER BUSINESS IMPROVEMENT  
ASSOCIATION**  
(A Not-For-Profit Organization)  
**Notes To Financial Statements**  
December 31, 2012 and 2011  
(See Accountants' Review Report)

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization and Activities**

Westchester Business Improvement Association (WBIA) was organized as a nonprofit mutual benefit corporation in February 2007 with its primary purpose to "enhance the commercial viability of the Westchester area." The majority of the board members own or manage real property within the WBIA boundaries.

**Property and Business Improvement District**

On April 5, 2007 the City of Los Angeles established a Property and Business Improvement District (PBID) under the laws of the state of California and entered into an agreement with WBIA. The original term of the agreement was January 1, 2007 through December 31, 2011. The term was extended through December 31, 2021 by the Los Angeles City Council on August 22, 2011. Under the agreement, WBIA is responsible for developing, implementing, directing and operating the PBID programs in accordance with the Management District Service Plan pursuant Section 36600, *et seq.* of the California Streets and Highways Code and the City of Los Angeles Ordinance No. 173,483.

**Basis of Accounting**

The financial statements have been prepared on the accrual basis of accounting. Under this method, revenues are recognized when earned and expenses are recognized in the accounting period in which the liability is incurred.

**Financial Statement Presentation**

WBIA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted assets.

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**Notes To Financial Statements**  
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(See Accountants' Review Report)

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Revenue**

The largest source of revenue for WBIA is the annual assessment of its members.

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, WBIA considers all highly liquid investments with an original maturity of three months or less to be cash.

**Reclassifications**

Certain amounts from the prior year have been reclassified to conform with the current year presentation.

**NOTE 2: INCOME TAXES**

WBIA is exempt from federal income taxes under Section 501(c) (6) of the Internal Revenue Code. The exemption was approved by the Internal Revenue Service on April 16, 2008 and is retroactive to inception. It is also exempt from state franchise taxes.

**NOTE 3: CONCENTRATION OF CREDIT RISK**

WBIA maintains its cash balance in financial institutions located in Los Angeles, California. The Federal Deposit Insurance Corporation insures balances up to \$250,000. As of December 31, 2012 and 2011 WBIA has no significant concentrations of credit risk.

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**Notes To Financial Statements**  
**December 31, 2012 and 2011**  
(See Accountants' Review Report)

**NOTE 4: RELATED PARTY TRANSACTIONS**

The corporate offices of WBIA are located in a building owned by one of its members. The rent expense for 2012 and 2011 was \$4,650 and \$4,200 respectfully. The agreement is renewable on an annual basis.

**NOTE 5: RISK MANAGEMENT**

WBIA purchases commercial insurance as its method of defraying risk of losses from natural causes, general liabilities and theft. The organization assumes any liability for any deductible and claims in excess of coverage limitations.

**NOTE 6: OTHER INCOME**

Other income is comprised of the follow major categories:

	<u>2012</u>	<u>2011</u>
Event Income	\$ 2,820	\$15,168
Reimbursement	<u>3,250</u>	<u>60</u>
	<u>\$ 6,070</u>	<u>\$15,228</u>

**NOTE 7: SUBSEQUENT EVENTS**

Management has evaluated subsequent events through July 12, 2013, the date the financial statements were available to be issued.